

Pledges to be taken during Morning Assembly (A Few examples)

- ⇒ We will always keep ourselves clean.
- ⇒ We will wash our hands before taking food.
- ⇒ We will always keep food and drinking water covered.
- ⇒ We will keep the surroundings of our home and school clean.
- ⇒ We will always throw garbage in the bin and in the garbage pit.
- ⇒ We will use mosquito nets when we sleep at night.
- ⇒ We will not spit here and there.
- ⇒ We will come to school clean. We will keep our school clean. We will be friendly with our friends and obey the rules and regulations of the school.
- ⇒ This is our school. We will come to school everyday. We will obey our teachers and elders.
- ⇒ We are the future citizens of our country and we will try to retain the dignity of our country.
- ⇒ We will respect our parents, teachers and elders.

GUIDELINE FOR INCULCATION OF MORAL AND VALUE EDUCATION IN SCHOOLS

Tasks and activities for inculcation of moral and value education amongst students:-

- ❖ During morning assembly five minutes will be dedicated for moral and value education, out of which students will do meditation for one minute. The next four minutes will have students reading out speeches/messages (written by teachers or students) of great personalities of the world.
- ❖ Students will occasionally do silent meditation, after which, they will be asked to express their own thoughts and feelings.
- ❖ Once a month during the period allotted for Language, the teachers will read out stories having moral and value education from the textbook. Besides stories from the textbook, teachers will also say stories depicting love for nature, stories on values related to truth, sacrifice, love, patriotism, respect, faith, helping others. For e.g. tales of Raja Harishchandra, Shraavan's devotion to his parents, Aesop's fables, Folk tales etc. Moreover students will be enlightened about the life and contributions of some great personalities, great warriors, litterateurs and artists atleast once a month.
- ❖ To ensure good health of students, they will be warned about the injurious health effects of chewing tobacco, inhaling cigarettes and drinking intoxicating liquor and thus prevent them from consuming such substances which will prove to be dangerous to their health.
- ❖ Students will take up cleanliness drive in a locality under the leadership of teachers once a month.
- ❖ Students will offer voluntary service to any social institution on behalf of their school, under the leadership of teachers.
- ❖ Students will offer necessary care and assistance to any elderly person or physically challenged person in their family/village/locality. For this, teachers will hold discussions with the students in the classroom.
- ❖ Students will be encouraged to help their parents in household chores, gardening, watering plants, cooking and serving food, sewing etc.
- ❖ Teachers will ensure formation of good conduct and behaviour in students viz.- showing respect to elders, giving love and care to the young, preserving the resources of the society along with personal resources, maintaining discipline and being punctual in school activities, maintaining cleanliness etc. while handling the subject on EVS.
- ❖ The Fundamental Rights and Duties of a citizen according to the Constitution of India has been printed in the inside cover page of almost every textbook. Teachers will hold discussions on the importance of the Rights and Duties off and on. Detailed discussions will be held during the periods allotted for Social Science and EVS.
- ❖ Moreover during the period allotted for Social Science, measures will have to be taken for discussion on at least any two of the issues given below-
 - ♦ Salient features of the Indian Constitution
 - ♦ Fundamental Rights
 - ♦ Fundamental Duties and Responsibilities
 - ♦ Unity in Diversity etc.
 If required, necessary help may also be sought from local resource persons.

VALUE-BASED EDUCATION :

Values that can be developed through the curricular areas-

| Curricular Areas | Values |
|--------------------------|---|
| Language | Love, patriotic feeling, attitude for right judgement, helpfulness, courage, etc. |
| Social Science | Feeling of brotherhood, aesthetic sense, national and international understanding, social responsibility, national consciousness, dutifulness, etc. |
| Science | Scientific attitude, aesthetic sense, discipline and positive attitude, punctuality, etc. |
| Mathematics | Patience, small savings, concentration, discipline, economy, reasoning, etc. |
| Art & Physical Education | Leadership, group discipline, aesthetic sense, cleanliness, sense of hygiene, good habits, positive attitude towards work & dignity of labour, etc. |
| Environmental Studies | Love for nature and responsibility, relationship of man and environment, conservation and protection of environment, rational use of environment, etc. |
| Work Education | Attitude towards any environment, attitude towards doing productive work, respect for different professions, dignity of labour, mutual cooperation, self confidence, team spirit, tolerance, etc. |

ANNUAL ACTIVITY PLAN

For smoothly conducting different activities in an academic year, the school authority should compulsorily prepare an annual activity plan. Implementation of the activities should be followed by evaluation, grading and recording of the grades in the record book.

Allotted time for non-instructional activities

| Task | Allotted Time |
|--|---|
| Cleanliness | 15 minutes everyday |
| Morning Assembly | 15 minutes everyday |
| Gardening and Plantation | 1 period each month for every class and 1/2 an hour group work everyday for nurturing the plants. |
| Observation of Special Days | 3 periods (maximum) |
| Cultural activities such as songs, dance, debate, essay writing, extempore speech, drama, quiz, recitation, creative writing, etc. | 3 periods (twice a year) for each activity |
| Annual Sports | 4 days (The last day is to be observed as the prize distribution day) |
| Social Work | 2 times a year for 3 periods |
| Cub-Bulbul/Scout & Guide related tasks | 40 periods in a year |
| Field trip /Picnic/Educational trip | 2 days or 10 hours |
| Summer Camp/Winter Camp/ Inter-school camp/ Peace education camp | 12 days |

Progress Report of Students

Name of the School : _____
 Name of the Student : _____
 Class : _____ Academic Year : _____

| Subject | Curricular areas | | | | Personal-Social Qualities (Descriptive Remarks) |
|-------------------|------------------|----------------|----------------|----------------|---|
| | Unit | Unit-Eve-1 (E) | Unit-Eve-2 (E) | Unit-Eve-3 (E) | |
| Language-1 | | | | | ● Truthfulness ● Discipline ● Punctuality ● Empathy ● Cooperation ● Sharing ● Leadership ● Attentive ● Emotional control ● Respect for Elders ● Attitude towards self, peers ● Attitude towards teachers and school ● Respect towards differently abled persons ● Others |
| Language-2 | | | | | |
| Language-3 | | | | | |
| Mathematics | | | | | |
| EVS | | | | | |
| Soc. Sc. | | | | | |
| Science | | | | | |
| Health & Phy. Ed. | | | | | |
| Art Education | | | | | |
| Work Education | | | | | |
| Total | | | | | |

Remarks of the Class Teacher : _____
 Signature of Parents/Guardians : _____ Signature of Class Teacher : _____
 Date : _____ Signature of Headmaster : _____

Model daily Routine (Class I to Class VIII)

| Time | 9.00-9.15 | 9.15-10.00 | 10.00-10.40 | 10.40-10.50 | 10.50-11.30 | 11.30-12.10 | 12.10-12.45 | 12.45-1.25 | 1.25-2.05 | 2.05-2.45 | 2.45-3.25 |
|------|---------------------------------------|--|---|--------------|--|--|---------------------|--|--|---|--|
| Mon | -Safai -M.A -Thought of the Day | Class I Language Class II Mathematics Class III Language Class IV Mathematics Class V Language Class VI Language Class VII Mathematics Class VIII Language | 1st Period Mathematics 2nd Period Language 3rd Period Language 4th Period Mathematics 5th Period Language 6th Period Mathematics 7th Period Language 8th Period Mathematics | First Recess | English English English English English English English English | Reading Class Reading Class Reading Class EVS EVS Soc. Sc. Mathematics English | Mid day Meal Recess | Mathematics Art Ed. Art Ed. EVS Reading Class English Remedial Class (Language 1) Science Soc. Sc. | English Art Ed. Art Ed. EVS Reading Class English Remedial Class (Language 2) Soc. Sc. English | Science Science Soc. Sc. Soc. Sc. English Mathematics | Science Science |
| Tue | -Safai -M.A -Thought of the Day | Class I Language Class II Mathematics Class III Mathematics Class IV Language Class V Mathematics Class VI Mathematics Class VII Mathematics Class VIII Mathematics | 1st Period Mathematics 2nd Period H & P. Ed. 3rd Period Mathematics 4th Period Language 5th Period Mathematics 6th Period Language 7th Period Mathematics 8th Period Mathematics | First Recess | English H & P. Ed. English EVS Work Ed. Science Soc. Sc. English Soc. Sc. | Reading Class Work Ed. EVS Work Ed. Library Class Library Class Soc. Sc. | Mid day Meal Recess | Mathematics H & P. Ed. Mathematics H & P. Ed. EVS Mathematics Soc. Sc. Science Soc. Sc. | English Art Ed. Language Work Ed. English EVS English Soc. Sc. Soc. Sc. | English Art Ed. Language Work Ed. EVS English Soc. Sc. Soc. Sc. | Library Class Library Class Science Science |
| Wed | -Safai -M.A -Thought of the Day | Class I Language Class II Mathematics Class III Mathematics Class IV Mathematics Class V Mathematics Class VI Language Class VII Mathematics Class VIII Language | 1st Period Mathematics 2nd Period Remedial Class (Language 1) 3rd Period Mathematics 4th Period Language 5th Period Mathematics 6th Period English 7th Period Mathematics 8th Period Mathematics | First Recess | English H & P. Ed. English English English English English Mathematics | Reading Class Library Class Library Class Library Class Library Class Library Class Library Class Work Ed. | Mid day Meal Recess | Mathematics H & P. Ed. Mathematics H & P. Ed. EVS Mathematics Soc. Sc. Science Soc. Sc. | English Art Ed. English English English English English Soc. Sc. | English Art Ed. English English English English English Soc. Sc. | Hindi Art Ed. Soc. Sc. Soc. Sc. Soc. Sc. Soc. Sc. |
| Thu | -Safai -M.A -Thought of the Day | Class I Language Class II Language Class III Language Class IV Language Class V Language Class VI Language Class VII Mathematics Class VIII Language | 1st Period Language 2nd Period Remedial Class (Numeracy) 3rd Period Language 4th Period Language 5th Period Language 6th Period Mathematics 7th Period Language 8th Period Mathematics | First Recess | English H & P. Ed. English English English English Soc. Sc. Science | Reading Class Library Class Library Class Library Class Library Class Library Class Library Class Hindi | Mid day Meal Recess | Mathematics H & P. Ed. Mathematics H & P. Ed. EVS Mathematics Soc. Sc. Science Soc. Sc. | English Art Ed. English English English English English Soc. Sc. | English Art Ed. English English English English English Soc. Sc. | English Art Ed. English Art Ed. English Art Ed. |
| Fri | -Safai -M.A -Thought of the Day | Class I Language Class II Mathematics Class III Language Class IV Mathematics Class V Language Class VI Language Class VII Language Class VIII Language | 1st Period Language 2nd Period Remedial Class (Language 2) 3rd Period Language 4th Period Mathematics 5th Period Language 6th Period Language 7th Period Language 8th Period Language | First Recess | English H & P. Ed. English English English English English English | Reading Class Library Class Library Class Library Class Library Class Library Class Library Class Hindi | Mid day Meal Recess | Mathematics H & P. Ed. Mathematics H & P. Ed. EVS Mathematics Soc. Sc. Science Soc. Sc. | English Art Ed. English English English English English Soc. Sc. | English Art Ed. English English English English English Soc. Sc. | Scouts & Guide Scouts & Guide Scouts & Guide Scouts & Guide |
| Sat | -Safai -M.A -Thought of the Day | Class I Language Class II Mathematics Class III Language Class IV Mathematics Class V Language Class VI Language Class VII Mathematics Class VIII Language | 1st Period Language 2nd Period Mathematics 3rd Period Language 4th Period Mathematics 5th Period Language 6th Period Mathematics 7th Period Language 8th Period Mathematics | First Recess | English Library Class English Library Class English Library Class Mathematics Library Class | Library Class Library Class Library Class Library Class Library Class Library Class Library Class Library Class | | | | | |

- The daily routine may be adjusted by the teachers as per weightage of the subjects and progress made by the learners in those subjects.
- Teachers will take out time from the daily routine as per his/her convenience to help children with special needs (CWSN)
- H. & P. Ed. in the daily routine means Health & Physical Education.
- M.A :- Morning Assembly.
- The Schools which have been connected for Tele Education/ICT will accommodate/adjust periods in the time table by referring to the time table of Tele Education.

What to share with Parents/Guardians:

- What a child likes or what a child does not like to do.
- Highlighting the child's extraordinary work with parents, to help indicate areas of success and improvement, along with appreciation of any special strengths, as well as efforts put in by the child.
- Talking on aspects such as cooperation, responsibility, sensitivity towards others, interests, etc. with both the child and parents in a positive manner. If the child needs to improve in some area, instead of saying 'she is not cooperative', it will be better to say 'the child needs to put in more efforts towards cooperating with others'.
- Discuss with parents (a) how they can help (b) what they have observed at home about the child that would help the teacher support the child's learning better.

Role and Responsibility of a teacher related to health and sanitation

- Classroom and school complex to be cleaned by different groups of students.
- Determine who will monitor sanitation and health related activities timely.
- Toilets and source of drinking water must be kept clean as per instruction of teachers and School Management Committee.
- Fund received for development of school should also be spent to clean source of drinking water and to repair toilets.
- Regular monitoring of health related activities of students.

You can put forward your valuable suggestions/advice regarding the academic calendar through the phone numbers listed below
State Council of Educational Research and Training: 0361-2382507
 1800345325 (Toll Free)